

Purpose

Purpose

Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Approve Time Sheet Data** service is located on the My Team workset in MSS. The time is entered by employees in ESS; the manager will either approve or reject the time in MSS. **Time Approval is an important part of the State's business process.** Time data must be in 'Approved' status or it will not be available for Time Evaluation (processing of leave accruals, etc.) and Payroll processing.

NOTE: Employees will not enter absences into the time sheet. All absence hours will be entered in the Leave Request service in ESS. The absences will be automatically posted to the time sheet once posted.

Time Approvals - Once the time is entered into ESS, it will be available for your manager to approve it in MSS. After the time is approved, it cannot be changed in ESS (by employees) or in MSS (by managers). Employees who need to make a time sheet correction should be directed to their Time Administrator.

Time Rejections - Managers have the option to reject the employee's time. Time is primarily rejected due to wrong hours or charges. Although employees have visibility of rejected time the next time they go to their time sheet, the manager should make the effort to communicate the rejection the employee to ensure accurate time and meet submission deadlines. The state recommends time is entered and approved daily, but must be completed by the end of the pay period.

Charge Objects - Some state employees will be required to charge their time to Cost Objects (i.e. Charge Objects). A cost object captures time within a financial area of responsibility (for example, a Cost Center, Functional Area, Fund, WBS, Internal Order, Grant, etc.). These employees will have additional fields on their time sheets to input the cost objects against their time. Managers will need to review the time charged to the various cost objects and approve or reject the time. It is the manager's (or Time Administrator's) responsibility to communicate to their employees what cost objects they should be using in their agency.

Trigger

Use this service in Manager Self-Service (MSS) to process Time Sheets (approve or reject) for your employees.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Team ➔ Employee Working Times ➔ Approve Time Sheet Data

Transaction Code

MSS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

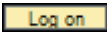
Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

5. Click the **Manager Self-Service** tab .

Subject	From	Sent	Priority	Due	Status
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Perform one of the following:
- | To | Go To |
|--|---------|
| Approve time Without Cost Objects | Step 7 |
| Approve time With Cost Objects | Step 17 |

7. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Approve Time Sheet Data** service by expanding the folders down the tree structure: *My Team --> Employee Working Times --> Approve Time Sheet Data*.

Pers. No.	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8896	John D. Anderson	05/10/2010	05/16/2010		37 H	37.50 H	Approve All	
8897	Mary Ann Simons	05/10/2010	05/16/2010	!	35 H	37.50 H	Approve All	
8898	William J Salvatore	05/10/2010	05/16/2010		30 H	30 H	Approve All	



A new window will launch and default to the Collective Approval screen with a 'Simple' view. Various views can be selected from the drop-down. A view specifies how the time data is displayed.



The 'Number' (Hours) and 'Target Time' column can be used to identify employees who have not entered their time according to their work schedule (e.g. missing time or too much time entered for the period).

Note: The 'Simple' view is the only display option that offers the comparison of hours and it is compared for a full work week.



The 'Message' column indicates if a system message exists for the employees. To view the message text, hover your cursor of the message icon .

8. To view the details (individual daily working times) for an employee, select the hours link for that employee. For example, select [35 H](#).

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

Approve Time by Manager

1 2 3

Collective Approval Individual Approval Collective Approval Review and Save Completed

Hide Approved Working Times

Approved working times

Period from: 5/10/2010 To: 5/16/2010 Go

No approved data records exist for the selected period.

Indiv. Approval for Pers. No. 8897, Period From 05/10/2010 To 05/16/2010 Recorded 35 H Target Time: 37.50 H

Date	Pers. No.	Employee Name	Att./abs. type	A/A type text	Start time	End time	Number	Approval	RejectionReason	Message
05/11/2010	8897	Mary Ann Simons	1000	Attendance hours	13:00	16:30	3.500 H	Approve		
05/11/2010	8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	4 H	Approve		
05/12/2010	8897	Mary Ann Simons	1000	Attendance hours	13:00	16:30	3.500 H	Approve		
05/12/2010	8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	4 H	Approve		
05/13/2010	8897	Mary Ann Simons	1000	Attendance hours	13:00	16:30	3.500 H	Approve		
05/13/2010	8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	4 H	Approve		
05/14/2010	8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	4 H	Approve		
05/14/2010	8897	Mary Ann Simons	1000	Attendance hours	08:00	16:30	8.500 H	Approve		

Previous Step Transfer



Click "Show Approving Working Time" link to view previously approved working time or leave for the work week that the time is being reviewed. NOTE: In the screen shot above, the manager has not approved any working time or leave which is indicated by "no approved data records exist for the selected period."

9. To go back to the 'Collective Approval' screen, click **Previous Step** or if you changed approval status of any working time click **Transfer**.

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

Approve Time by Manager

1 2 3

Collective Approval Review and Save Completed

View: Simple View - Weekly

Collective Approval

Pers. No.	Empl/appl name	From	To	Message	Number	Target Time	Approval	RejectionReason
8896	John D. Anderson	05/10/2010	05/16/2010		37 H	37.50 H	Approve All	
8897	Mary Ann Simons	05/10/2010	05/16/2010		35 H	37.50 H	Approve All	
8898	William J Salvatore	05/10/2010	05/16/2010		30 H	30 H	Approve All	

Previous Step Review

10. To process the time data, select one of the following from the 'Approval' drop-down:

Activity	Notes
Approve All	Select to Approve all displayed time for the employee.

NOTE: The system will default to this option. Managers need to be cautious they are approving the time the intend to.

Reject All

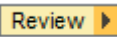
Select to **Reject** all displayed time for the employee. The employee will see the rejected time the next time he/she logs on to ESS and goes to the 'Record Working Time' service.

NOTE: Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.

Select to **Resubmit** all displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the 'Approve Time Sheet Data' service until processed (approved or rejected).

Resubmit All

NOTE: This option is primarily used if the manager does not have enough information to approve/reject someone's time and would like to come back to it at a later point. Yet, the manager would like to continue with approving the time for his/her other employees.

11. Select the approval types from the drop-down and click .

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Simple View - Weekly

Pers. No.	Employee Name	Att./abs. type	A/A type text	Start time	End time	Date	Number
8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	05/11/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	13:00	16:30	05/11/2010	3.500 H
8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	05/12/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	13:00	16:30	05/12/2010	3.500 H
8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	05/13/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	13:00	16:30	05/13/2010	3.500 H
8897	Mary Ann Simons	1000	Attendance hours	08:00	12:00	05/14/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	08:00	16:30	05/14/2010	8.500 H
Total							35 H

Pers. No.	Employee Name	Att./abs. type	A/A type text	Start time	End time	Date	Number
8896	John D. Anderson	1000	Attendance hours	08:00	12:00	05/10/2010	4 H
8896	John D. Anderson	1000	Attendance hours	13:00	16:30	05/10/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	08:00	12:00	05/11/2010	4 H
8896	John D. Anderson	1000	Attendance hours	13:00	16:30	05/11/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	08:00	12:00	05/12/2010	4 H
8896	John D. Anderson	1000	Attendance hours	13:00	16:30	05/12/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	13:00	16:30	05/13/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	08:00	12:00	05/13/2010	4 H
8896	John D. Anderson	1000	Attendance hours	08:00	12:00	05/14/2010	4 H
8896	John D. Anderson	1000	Attendance hours	13:00	16:00	05/14/2010	3 H
Total							37 H
8898	William J Salvatore	1000	Attendance hours	13:00	16:30	05/11/2010	3.500 H
8898	William J Salvatore	1000	Attendance hours	08:00	12:00	05/11/2010	4 H
8898	William J Salvatore	1000	Attendance hours	08:00	12:00	05/12/2010	4 H
8898	William J Salvatore	1000	Attendance hours	13:00	16:30	05/12/2010	3.500 H
8898	William J Salvatore	1000	Attendance hours	13:00	16:30	05/13/2010	3.500 H
8898	William J Salvatore	1000	Attendance hours	08:00	12:00	05/13/2010	4 H
8898	William J Salvatore	1000	Attendance hours	08:00	12:00	05/14/2010	4 H
8898	William J Salvatore	1000	Attendance hours	13:00	16:30	05/14/2010	3.500 H
Total							30 H

Previous Step Save

12. To save and approve the time, click .

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

Your data has been saved.

What do you want to do next?
[Approve Additional Working Times](#)

Working Times Set to Resubmission								
Pers. No.	Employee Name	Att./abs. type	A/A type text	Approval date	Start time	End time	Date	Number
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	08:00	12:00	05/11/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	13:00	16:30	05/11/2010	3.500 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	08:00	12:00	05/12/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	13:00	16:30	05/12/2010	3.500 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	08:00	12:00	05/13/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	13:00	16:30	05/13/2010	3.500 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	08:00	12:00	05/14/2010	4 H
8897	Mary Ann Simons	1000	Attendance hours	00/00/0000	08:00	16:30	05/14/2010	8.500 H
Total								35 H

Approved Working Times								
Pers. No.	Employee Name	Att./abs. type	A/A type text	Approval date	Start time	End time	Date	Number
8896	John D. Anderson	1000	Attendance hours	00/00/0000	08:00	12:00	05/10/2010	4 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	13:00	16:30	05/10/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	08:00	12:00	05/11/2010	4 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	13:00	16:30	05/11/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	08:00	12:00	05/12/2010	4 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	13:00	16:30	05/12/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	13:00	16:30	05/13/2010	3.500 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	08:00	12:00	05/13/2010	4 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	13:00	16:00	05/14/2010	3 H
8896	John D. Anderson	1000	Attendance hours	00/00/0000	08:00	12:00	05/14/2010	4 H
Total								37 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	13:00	16:30	05/11/2010	3.500 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	08:00	12:00	05/11/2010	4 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	13:00	16:30	05/12/2010	3.500 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	08:00	12:00	05/12/2010	4 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	08:00	12:00	05/13/2010	4 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	13:00	16:30	05/13/2010	3.500 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	08:00	12:00	05/14/2010	4 H
8898	William J. Salvatore	1000	Attendance hours	00/00/0000	13:00	16:30	05/14/2010	3.500 H
Total								30 H

13. To go back to the main approval screen, click [Approve Additional Working Times](#).

14. Approving time for employees who use Cost Objects (also known as Charge Objects):

Some state employees will be required to charge their time to Cost Objects. These employees will have additional fields on their time sheets to input the cost objects against their time. Managers will need to review the time charged to the various cost objects and approve or reject the time. It is the manager's (or Time Administrator's) responsibility to communicate to their employee what cost objects they should be charging.

To approve time charged to Cost Objects, select one of the views to display the extra fields (the cost object details will be displayed on the next screen after this one):

Approve Time Sheet Data

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Daily View - With Cost Objects

Pers. No.	Empl/applname	A/A Type	A/A type text	Frm	To	Message	Number	Approval	RejectionReason
8897	Mary Ann Simons	1000	Attendance hours	09/14/2009	09/14/2009		11 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/15/2009	09/15/2009		10.500 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/16/2009	09/16/2009		8 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/17/2009	09/17/2009		8 H	Approve All	

Previous Step Review

15. Click **Review**.

Approve Time Sheet Data

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Daily View - With Cost Objects

Pers. No.	Employee Name	A/A Type Desc	Cost Center	Cost Center Desc	WBS Element	WBS Element Desc
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		

Previous Step Save

15.1. Go to the bottom of the screen and drag the scroll bar to the right to display all the column details:

https://sportaldev.sc.gov/?NavigationTarget=navun%3A%2F%2F1a0e88d0e585038c259a7660146bba81&C - Windows Internet Explorer

Approve Time Sheet Data

Order	Order Desc	Fund	Functional Area	Grant	Start Time	End Time	Date	Number
					07:00	12:00	09/14/2009	5 H
					13:00	19:00	09/14/2009	6 H
							Total	11 H
					07:00	12:00	09/15/2009	5 H
					13:00	18:30	09/15/2009	5.500 H
							Total	10.500 H
					07:00	12:00	09/16/2009	5 H
					13:00	16:00	09/16/2009	3 H
							Total	8 H
					07:00	12:00	09/17/2009	5 H
					13:00	16:00	09/17/2009	3 H
							Total	8 H

16. To save and approve the time, click **Save**.

https://sportaldev.sc.gov/?NavigationTarget=navun%3A%2F%2F1a0e88d0e585038c259a7660146bba81&C - Windows Internet Explorer

Approve Time Sheet Data

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

Your data has been saved.

What do you want to do next?
[Approve Additional Working Times](#)

Pers. No.	Employee Name	A/A Type Desc	Cost Center	Cost Center Desc	WBS Element	WBS Element Desc
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		
8897	Mary Ann Simons	Attendance hours	D100000010	GOVERNORS OFFICE-SLED		
8897	Mary Ann Simons	Attendance hours	A010ABCD11	LEG DEPT-THE SENATE ABCD cost center		

17. To go back to the main approval screen, click [Approve Additional Working Times](#).



Reference: See BPP for ESS - Record Working Time.

Result

You processed time sheets (approve or reject) for your employees.